17

Voucher Tenant Compliance Query

The Voucher Tenant Compliance Query provides viewing of the latest compliance information at the contract or project level. Authorized users can query the database and retrieve Voucher and Tenant compliance records based on their input and access rights.

The Voucher Tenant Compliance Query option can be selected from the TRACS Main Menu.

From the TRACS Voucher Tenant Compliance Query screen, click on the TRACS Menu link in the blue side bar to return to the TRACS Main Menu.

Objectives

By the end of this chapter, you will be able to:
- Provides Tenant Compliance data which facilitates releasing or denying Voucher funds to owner/agents.
- View query data from browser
- Download and print a Voucher Tenant Compliance Report

From the TRACS Voucher Tenant

Compliance Query screen, the displays directly above the User Guide link as a visual to direct users to the user guide for assistance in using this application.

17.1   Generating a Voucher Tenant Compliance Report:

1. From the TRACS Main Menu, click on the Voucher Tenant Compliance Query link.

    A screen similar to the following one appears:

2. Select the desired contract or project numbers, the sorting method, the reporting format, and click Submit. (In this example the selections are Select All, Sorted by Reference Number, Reported by Browser.)

    A Voucher Tenant Compliance screen similar to the following one appears:

    ### U.S. Department of Housing and Urban Development
    ### TRACS Voucher Tenant Compliance Report

    Sort By: Reference Number

| Active Tenant Count Date	Reference Number	Active Tenant Count	Regular Units Billed Count	Compliance Percentage	Most Recent Voucher Date	Total Units In Contract	Contract Status Code	Program Type
05/05/2004	AL090001015	78	76	102.60%	05/01/2004	80	ACTV	Sec 8 NC
05/05/2004	AL090001020	13	13	100.00%	05/01/2004	14	ACTV	Sec 8 NC
05/06/2004	AL090001021	57	59	96.60%	06/01/2004	62	ACTV	Sec 8 NC
05/05/2004	AL090002002	51	48	106.30%	05/01/2004	50	ACTV	Sec 8 NC
05/11/2004	AL090003001	244	247	98.80%	05/01/2004	251	ACTV	Sec 8 SR

    Return To Query

? *Note: The compliance percentages displayed in the Voucher Tenant Compliance Query may not be the same as the compliance percentages displayed in the 'Compliance Percent' columns in Voucher Query because they reflect the counts of active tenants as they exist today, not as they existed on the day that TRACS processed the voucher.*

## 17.2   To download a Voucher Tenant Compliance Report:

1. From the **TRACS Voucher Tenant Compliance** screen, select either *Contract Number* or *Project Number*.

2. Select *Report By: Download* option click [Submit].

    The following screen appears:
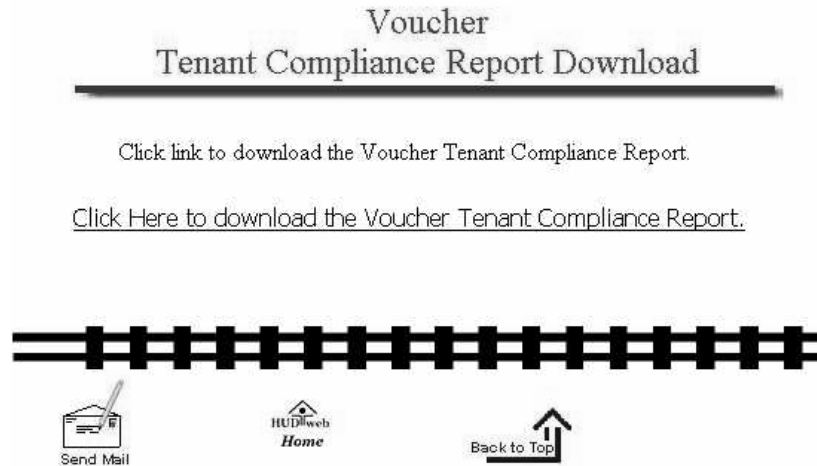
3. Click the link that reads Click here to download Voucher Tenant Compliance report link.

    The following security warning screen displays:

---
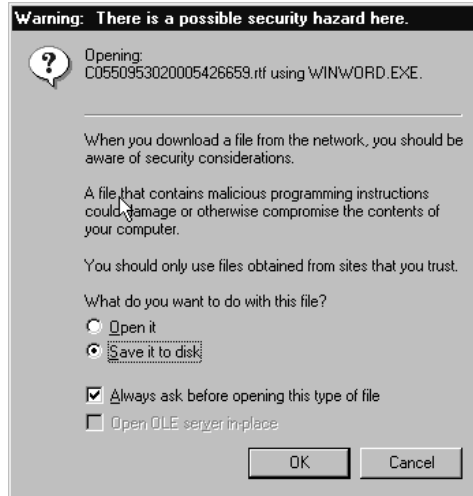
4. Click "Save it to Disk," then OK. If you want to open the report file for some reason, click "Open it" and select Microsoft Word as the application to open it with. (Follow Windows pop-up screens to select Word.)

    If a query is submitted using the *Report By: Download* function on the query screen, the data is reported in ASCII file format, which is downloaded to your PC's hard drive. The ASCII file is comma delimited so the user may import the data into such database packages as Microsoft Access or Microsoft Excel. The *Header Field Names* display at the beginning of the downloaded file and are separated by commas. Following the *Header Field Names* is the data returned from the query.

? *Note 1: When importing a downloaded file into database applications such as Microsoft Access, the file may first need to be loaded and re-saved in a word processing program as a "Text Only" ASCII file. This is necessary due to carriage return characters being lost during the download process. Te use of a word processor to re-save the file as "Text Only" replaces the missing carriage returns so that external applications can determine the start of each new record in the file.*

? *Note 2: An erroneous error message, indicating a bad record was dropped, may occur while importing the text file to Microsoft Access. This error is caused from a blank line at the end of the download file and when the first column in the downloaded file is a date/time field. This is an informational error, you can ignore it or if you choose to eliminate the error, then you may either delete the blank line completely, or define the date/time field in the beginning of each line as a text field.*